

2.1 Court Internet Addresses

This District's internet website is located at ord.uscourts.gov . Users may access the CM/ECF Project page from the court's home page or directly at ord.uscourts.gov/attorneys/cm-ecf-and-pacer

2.2 Filing with the Clerk

[LR 100](#) governs electronic filing and service via the Case Management and Electronic Case File System (CM/ECF) in the US District Court for the District of Oregon. Electronic filing requirements applicable to Registered Users are set forth in this manual.

2.3 CM/ECF Tutorial

An on-line tutorial has been developed by the Court Education Division of the Federal Judicial Center. This tutorial is designed for attorneys and law firm staff interested in learning how to use the CM/ECF system and simulates filing of documents, and running reports and queries. It is accessible at ord.uscourts.gov/attorneys/cm-ecf-and-pacer and does not require a login or password. The tutorial takes approximately one hour to complete. Users may bookmark (or make favorite) the tutorial on their web browser if they are unable to complete it in one session. This tutorial will be updated as new releases of the software containing significant functional changes are implemented.

2.4 CM/ECF User Manual

This manual serves as the text version of the CM/ECF Tutorial. The Appendices contained in the manual are helpful resources for location of events, system functions and guides to written policies and procedures. This manual (like the on-line tutorial) will be updated as new releases of the software containing significant functional changes are loaded.

2.5 Help Desks

For further help and assistance regarding electronic filing, including the replacement of lost or forgotten Registered User login and password information, contact the Clerk's Office.

For further help and assistance regarding the viewing of federal court case information via the Internet, including technical problems downloading or printing documents, contact the [PACER](#) (Public Access to Court Electronic Records) Service Center.

2.6 System Contacts

Do not submit any case filings to these e-mail addresses nor to any judge's e-mail address.

- Laura M. Brennan, Deputy Director of Operational Services - Laura.Brennan@ord.uscourts.gov (503) 326-8163
- Nicole T. Munoz, Operations Support Specialist - nicole_munoz@ord.uscourts.gov (503) 326-8014

2.7 PACER Service Center

- Website: pacer.psc.uscourts.gov
- E-mail at: pacer@psc.uscourts.gov
- Regular mail: PACER Service Center, P.O. Box 780549, San Antonio, TX 78278-0549
- Telephone: (800) 676-6856 or (210) 301-6440

2.8 Adobe Acrobat

- Website: www.adobe.com
- Telephone: (888) 502-5275